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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 21 May 1953

FROM : Chief, Real Estate &amp; Construction Division

SUBJECT: Weekly Activity Report  
15 May to date1. General:

- a. Space for I&S [REDACTED] (Continued item - 17 May 1953) No change. 25X1A6a
- b. Quarters for Commo Personnel on [REDACTED] Meeting held with AD/CO and Chief, [REDACTED] regarding quarters. Leasing of existing quarters by Government to be recommended. (Proposed T/O to reach 220). 25X1A6a  
25X1A6a
- c. Preparation of Agency Regulations:- Continued progress. 25X1A7b
- d. Eight additional dependent houses for [REDACTED] 25X1C4c

(1) Contracting Officer, [REDACTED] was advised to extend termination of work on second group of eight houses to 31 May 1953. 25X1A6a

(2) Logistics representative in [REDACTED] advised to delay obtaining local bids until further notice. 25X1A5a1

(3) Matter discussed further with representative of [REDACTED] in an endeavor to obtain a reasonable lump sum price for completion of second group of eight houses. [REDACTED] will be ready to present lump sum price on or about 25 May. 25X1A5a1

(4) In event reasonable price cannot be obtained from [REDACTED] local bids will be obtained. 25X1A5a1

2. Projects and Studies in Process:a. Construction & Utilities:

25X1A2g

- (1) Project [REDACTED] (Commo):- Construction progress continuing. Scheduled for completion during August. Pending revision: (a) sewage systems at the two sites; (b) power supply at [REDACTED] and (c) diesel installations at the two sites. 25X1A6a

25X1A2g

- (2) Project [REDACTED] - (Continued item - 23 April 1953) No change.

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- (3) [REDACTED]
- (a) Three bids received (21 contractors solicited). Two bids were below estimate and the other slightly above. Bids are being reviewed prior to contract award.
- (b) Drawings, specifications, and other prebid documents for antennas and power cable were sent to [REDACTED] for soliciting of bids on 21 May. 25X1A6a
- (c) Access road surfacing contract to be negotiated at site prior to end of Fiscal Year 1953.
- 25X1A2g (4) Project [REDACTED] (Training):- Representative of Construction Engineering Br. with representatives of O/TI and I&S at site preparing construction estimate in cooperation with [REDACTED]. Estimated time two weeks.
- 25X1A1d
- 25X1A2g (5) Project [REDACTED] :- (Continued item - 14 May 1953) No change.
- 25X1A2g
- 25X1A2g (6) Project [REDACTED] (Training):- (Continued item - 30 April and 7 May) No change.
- 25X1A2g
- (7) Project [REDACTED] (Commo):- Additional proposal required to include fence and other minor items. Firm contract scheduled approximately 1 June 1953.
- 25X1A6a (8) [REDACTED] Commo:-
- (a) Continued item - 14 May, no change.
- (b) Continued item - 14 May, no change.
- 25X1A6a
- 25X1A6a (c) Commo Laboratory, [REDACTED]. Letter of Intent with Architect for preparation of plans and specifications, [REDACTED] acting as Contracting Officer, executed. Contract drafted and pending General Counsel's approval.
- C -
- Staff study for submission to PRO reviewed and approval recommended (\$245,000.).
- Representatives of Div. directing site survey, to include necessary information regards water, sewer, and power. All information to be forwarded to Architect by 25 May 1953.
- Schedule: 19 May to 9 June preparation of plans and bidding. 25 to 30 June review of bids and contract award (FY 53 funds).
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- 25X1A6a (9) [REDACTED] - (Continued item - 30 April) - No change.
- 25X1A6a b. Real Estate:-
- (1) Use of [REDACTED] (Commo):- (Continued item - 23 April 1953) No change.
- FOIAb3b1 (2) [REDACTED] - Roadway completed. Fencing of area pending security requirements from I&S.
- 25X1A6a (3) Extension of [REDACTED] for use as office space by NEA/DD/P:- (Continued item - 7 May 1953) No change.
- 25X1A6a (4) Installation of vault in I&S, [REDACTED] - Pending reply from GSA on continued occupancy of present space.
- (5) Metropolitan Area Warehouse:-
- 25X1A6a (a) [REDACTED] Warehouse:- Lessor contacted for further negotiations on removal and restoration of premises. Lessor is making further engineering study of the situation.
- 25X1A6a (b) [REDACTED] Warehouse:- Follow-up letter written to Lessor requesting meeting be arranged for negotiation of one year lease.
- 25X1A6a (c) [REDACTED] Warehouse:- (Continued item - 14 May) No change.
- 25X1A6a (6) Office space for [REDACTED] - Request followed-up with GSA, Wash., and it was ascertained that discussions of this situation will be held in the [REDACTED] 25X1A6a
- 25X1A6a [REDACTED]
- 25X1A6a (7) Furnishing of leased house at [REDACTED] for NEA:- (Continued item - 30 April 1953) No change.
- (8) [REDACTED]
- 25X1C4a (9) [REDACTED]

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- 25X1A7b (10) [REDACTED]
- 25X1A12a (11) [REDACTED]
- 25X1A6a (12) Quarters for Chief of Station, [REDACTED] FE/DD/P:-  
Action completed.
- 25X1A6a (13) Increase of vault area in [REDACTED] 25X1A6a  
[REDACTED] RE&C representative visited [REDACTED] and made 25X1A6a  
tentative arrangements to continue occupancy of present  
space. Upon final determination of occupancy, increase  
of vault area will be handled accordingly.
- 25X1A6a (14) Utilization of space in [REDACTED]  
[REDACTED] - RE&C representative visited office and  
made arrangements for the release of approximately 438  
square feet of space to GSA.
- 25X1A6a (15) Lease of Warehouse in [REDACTED] - Letter requesting  
termination of leases is to be withheld pending  
inspection of area by Chief of Logistics and Chief,  
Supply Division.
- 25X1A6a (16) Alterations in [REDACTED] -  
GSA requested to make alterations at a cost of  
approximately \$1200.
- 25X1A6a (17) Closing out of [REDACTED] FOIAb3b1  
RE&C representative closed out the station at a total  
cost of \$450. which included removal and shipping of 25X1A6a  
equipment, removal and disposal of poles and tower, and  
restoration of premises. Equipment due to arrive at [REDACTED]  
Warehouse this week.
- 25X1C4a (18) [REDACTED]
- 25X1A6a (19) [REDACTED]
- 25X1A6a (20) Inspection of Office space in [REDACTED]  
[REDACTED] RE&C representative visited the Office and  
discussed problems relating to utilization, expansion, etc.,  
of office space. No particular problems are present in  
this Office.

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3. Other items of interest: None.

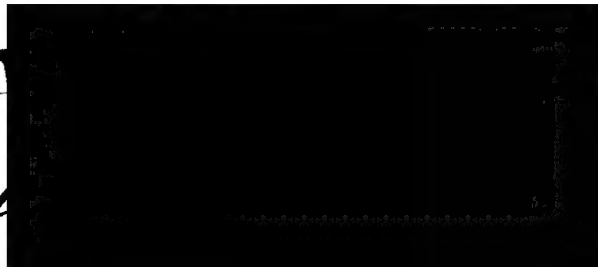
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4. Special Problems: In view of the numerous projects in progress and the many trips involved which require Travel Orders, it is recommended that Blanket Domestic Travel Orders, as required, be authorized.

	<u>Major Objectives:</u>	<u>Starting Date</u>	<u>Target Date</u>
	a. Establish accountability system for Agency Real Property:-	(Continued item - 7 May) No change.	
	b. Prepare RE&C portion of CIA Regulation, Part 45.	Current - 40% complete.	30 June 1953
25X1A2g	c. Supervise Planning and Construction of:		
	(1) [REDACTED]	Current 40% complete	1 Aug. 1953
FOIAb3b1	[REDACTED]	15% complete construction to commence early June.	1 Dec. 1953
25X1A2g	(3) [REDACTED]	Current - Preliminary Planning	Not established
25X1A2g	(4) [REDACTED]	Current - Preliminary Planning	Not established
	d. Establish Field Inspection Program for Agency Real Property	10% complete	1 Dec. 1953
25X1A6a	Survey [REDACTED] has been started. Representative visited three locations, reports to contain space utilization, condition data and recommendations.		

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25X1A9a



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